

# Requirements for PDF Files of Reports Posted on BES Web Site

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PDF files of reports submitted to Basic Energy Sciences (BES) should be optimally formatted for posting on the BES web site. To avoid the confusion that results from reformatting a PDF file after it is submitted to BES, the original electronic version should be created with the following requirements. These PDF files are meant to be *archival* electronic versions of the final reports. Please make sure that they are as complete and accurate as possible from the onset!

- 1) Create two PDF versions.** The primary file should be a screen-optimized version where the text is fully searchable and the images are low resolution to keep the file size reasonable for online viewing (e.g., 72 dpi images; 1–15 MB total file size, depending on how many images are in the body of the report). The second version should be the full print version used to make brochure-quality copies with images at their highest resolution (e.g., 300-600 dpi; 15–80+ MB file size). The latter version is more archival and should be serviceable, for example, for directly copying report images for Powerpoint presentations or other graphic purposes.
- 2) Use correct Title and Author names.** Using Adobe Acrobat, change the PDF file "Document Properties" to the document's full name and author (e.g., BESAC, NSTC, BES). This should aid Internet search engines in finding and properly identifying the document.
- 3) Bookmark the PDF file.** Add the appropriate bookmarks with Adobe Acrobat to bookmark the important sections or chapters of the report. Change the default "Initial View" setting to "Bookmarks Panel and Page" so that the file opens with bookmarks showing.
- 4) Match the page number formats of the PDF file to those in the actual document.** For better on-line navigation, renumber the pages of the PDF file to match the actual numbering used in the document (e.g., instead of starting with page "1," your document should start with "Cover," "Inside Cover," and then possibly page "i").
- 5) Assign short filenames.** The filenames of reports on the BES web are usually the initials of the document title followed by "\_rpt.pdf" (i.e., SEF\_rpt.pdf). Please select a filename that is not already in used by BES (RE: <http://www.sc.doe.gov/bes/reports/list.html>). The high-resolution version of the file should use the same initials followed by "\_rpt\_print.pdf" (e.g., the two files might be named: ABC\_rpt.pdf and ABC\_rpt\_print.pdf). The 16 report acronyms in use as of 15SEP06 are: ACMS, BM, CS, NCT, NHE, NREN, NSET, OC, OD, PSNE, SC, SEF, SEU, SSL, THz, and TMN.
- 6) Use the correct DOE, SC, and BES logos, as appropriate.** Download the high-resolution versions here: <http://www.sc.doe.gov/bes/bucky/logo.html>.

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